Completing Class Instruction Forms in AIM

This guide provides text-based guidance on how to complete Class Instruction Forms in AIM. This guide is intended for faculty working with students registered with Disability Resources. In an effort to assist our office in the implementation of reasonable accommodations as well as explore any concerns that may arise around accommodation implementation in your courses, we ask faculty to complete the Class Instruction Form in AIM. This is an easy-to-access and short form to complete which can be copied to other courses. We only ask that you complete this form for classes that you have students requesting accommodations.​ Please **do not** specify student names in this form. It is only intended for gathering general information about your courses.

# Steps to Access the AIM Faculty Portal:

1. Navigate your web browser to the Disability Resources website at [www.jsu.edu/disabilityresources](http://www.jsu.edu/disabilityresources).
2. Locate the two red buttons with white text on the left side under the navigation menus.
3. Click the “Faculty AIM Portal” button.
4. When directed enter your MyJaxState login credentials and login.
5. Review the REMINDERS provided and click “Continue to View Student Accommodations”
6. You will now be on your Student Portal Dashboard / Overview Page

# Steps for Completing New or Revising Existing Class Instruction Forms:

1. After logging in, confirm you are on the “Overview” page. If you are not on the overview page, click the “Overview” link in the Views and Tools navigational menu on the left.
2. Locate the “Handy Tools” box with a green wrench. In this box you will find the “CLASS INSTRUCTIONS” section.
3. Select the course that you would like to create a new or revise an existing course instruction form from the “Select” dropdown box.
4. Click Submit.
5. Complete the course instruction form by uploading the syllabus (optional but recommended) and answering the series of questions.
6. Click the “Submit Form” button for new instruction forms or “Update Form” for instruction forms that are being revised.

# Steps for Copying an Existing Class Instruction Form for Another Class:

1. After logging in, confirm you are on the “Overview” page. If you are not on the overview page, click the “Overview” link in the Views and Tools navigational menu on the left.
2. Locate the “Handy Tools” box with a green wrench. In this box you will find the “CLASS INSTRUCTIONS” section.
3. Select the course that you would like to copy an existing course instruction form from the “Select” dropdown box.
4. Select the course you wish to copy the course instruction form to from the “Copy to:” dropdown menu.
5. Click Copy.

If you have any questions or need additional guidance, please contact us via email at [disabilityresources@jsu.edu](mailto:disabilityresources@jsu.edu) or call us at 256-782-8380.